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7 February 1951

MEMORANDUM

TO: Chief, Staff III, OPC

FROM: Finance Branch

SUBJ: Payment of Contract Agents on a Thirteen Pay Period Basis

1. Effective with the pay period 4 February 1951 through 3 March 1951, it is the intent of this office to pay Contract Agents every four weeks, thirteen times in a calendar year, coinciding with the method employed in the payment of Staff personnel.

2. To effect this change, all Contract Agents, with the exception of those contracts which specifically state otherwise, i.e., payment to be made quarterly, semi-annually or annually, will be paid through 3 February 1951 and thereafter on the regular pay day two weeks from the close of the pay period.

3. In order to accomplish payment, it is imperative that the forms Request for Agent Payment (OPC Form No. 402 Rev.) be submitted in duplicate to this office not later than four days after the close of the pay period so that the payroll can be computed and paid.

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WMS:raa

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